



## Assistant Group Home Administrator

**Department:** Youth Group Home

**EEO Code:** 22

**Class Code:** 4217

**FLSA:** E

**Effective:** 01/04/1998

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### **GENERAL STATEMENT OF DUTIES:**

Under direction; performs work of considerable difficulty in assisting the Group Home Administrator in supervising and coordinating activities of the Youth Group Home; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Supervises and coordinates daily activities of Group Home; oversees the development and implementation of individual service plans for residents; reviews progress of plans; counsels residents and families, both individually and in groups; assists in coordinating services to residents with various agencies; designs and supervises volunteer programs using licensing guidelines; designs and implements daily recreation/activity program for residents; assists in hiring and training of staff; directly supervises part-time staff members; completes scheduling of staff; processes payroll; alternates working on-call with the Administrator to handle problems or emergencies during off-hours; completes various reports; sits on the admissions committee; coordinates food services; orders supplies; acts as Group Home Administrator in that Official's absence; and performs other duties as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of counseling procedures and techniques with socially and emotionally maladjusted youth; of human development and learning processes; of safety principles and techniques; of the principles and practices of personnel administration. Some knowledge of the theory, principles, and techniques of operating a community based group home.

Considerable skill in assisting with the administration of a group home program; in developing and reviewing individual service plans; in organizing and monitoring recreational programs. Ability to communicate effectively, both orally and in writing; to successfully complete certification in CPR, First Aid, physical restraint, and medication aid; to establish effective working relationships with residents, parents, County personnel and the general public; to work effectively under stress in a group home environment.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Bachelor's degree in Human Services or related field and three years of experience in a residential setting, including one year of supervisory experience; or an equivalent combination of training and experience. Must possess a valid Virginia vehicle operator's license.

### **ADDITIONAL REQUIREMENTS:**

Must pass a background investigation.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.